Ryan White Care Intern Announcement

The AIDS Foundation of Chicago (AFC) is seeking a creative and motivated individual to intern in its Care Department. This is an excellent opportunity to gain practical experience while interning at an active, upbeat non-profit organization.

The Ryan White (RW) Care Intern will directly intern with the Care and Data Services teams with a range of projects related to quality assurance. The RW Care intern will also have the opportunity to learn about HIV/AIDS prevention, care, and advocacy, and other issues related to AFC’s mission.

This internship is designed to be both educational and practical. In this internship, the successful applicant will learn how to take skills acquired in an educational setting and apply them in the workplace. The intern will gain a better understanding of the role that Care, Data Services and quality assurance can play in a non-profit setting and be better prepared to work in the field of nonprofit organizations.

The Ryan White Intern will learn:

- How to clean up and organize data to prepare for quality improvement projects;
- How to research case management systems outside of Illinois and recommend changes to Chicago’s case management system based on best practices in that research.

Qualifications:

- Current or recent enrollment in a graduate or undergraduate degree program with an interest and aptitude to work in nonprofit management, direct services, data services or quality assurance;
- Excellent written and verbal communications skills;
- Flexible schedule;
- Detail-oriented and self-motivated;
- Ability to work in a group setting;
- Ability to prioritize tasks and handle numerous assignments simultaneously;
- Proficient in Microsoft Office and internet applications;
- Experience volunteering with nonprofit organizations desired;
- Able to commit to a minimum of three months for this internship

This internship is unpaid (stipend available). Details will be provided during the interview process. AFC can also help interns obtain college credit, if available from your school. Interns will receive necessary training and staff supervision. Internships require at least 15 hours/week for a minimum of three months, though longer internships are preferred. Individuals majoring in public health, public health administration and quality assurance are desired.

All candidates must submit a cover letter, resume, and completed application form, which can be found at: www.aidschicago.org/internapplication

Please submit all application materials to:

Email (preferred): Interns@aidschicago.org
Mail: AFC Intern Program, 200 W Monroe Street, Suite 1150, Chicago, IL 60606